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ER-4-0011

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MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT: Employment of Consultants and Experts

1. Representatives of the Deputy Director (Intelligence), Deputy Director (Plans), and this office have met to review existing policies and procedures relating to the employment of consultants and experts by the Agency, and to consider any changes deemed advisable. The group is in general agreement with respect to the need for a new Agency Regulation which would consolidate existing instructions on the employment of consultants, and serve as a medium for introducing certain basic procedural changes which seem desirable. As envisioned by the group, the Regulation should incorporate the following general considerations:

a. For both administrative and security reasons, there should be a clarification of Agency policy with respect to the utilization of consultants. This can be accomplished largely through the issuance of written definitions of the terms "consultant" and "expert," and a policy statement to the effect that the services of such personnel will be procured only when existing personnel resources do not provide the special qualifications required. Consultants and experts should not be utilized to evade established personnel limitations.

b. Responsibility for assuring compliance with this policy would be shared by the operating components and the Personnel Office, and could be achieved through adherence to the following procedures:

(1) Requests from operating components for the procurement of the services of consultants or experts would be directed initially to the Personnel Office. Prior to the submission of a request to the Personnel Office and approval by your office, members of operating components should be permitted to approach prospective consultants only with the clearance of their Deputy Director (or Director of Training or the Assistant Director for Commo, as appropriate), and should under no circumstances make any kind of commitment which might lead to future embarrassment to the Agency.

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(2) The Personnel Office would review each request to determine if existing personnel resources were adequate to meet the requirement. This would be accomplished primarily through a check of two qualifications registers currently maintained by the Personnel Office, the Consultant Qualifications Register and the Employee Qualifications Register. If these Registers showed that the Agency already had a staff employee or a consultant or expert qualified to handle the new requirement, the requesting office would be so advised and the necessary arrangements made.

(3) If a review of the Registers revealed no one presently employed having the necessary qualifications, the request would receive further processing by the Personnel Office before being sent to your office for final approval. Such processing would include a review by the Classification and Wage Division to determine the rate of compensation to be recommended. In making this determination consideration would be given to the rate of compensation which would be paid a regular Agency employee for performing duties of equivalent responsibility. Application of this rule would not preclude consideration of other factors such as the salary level of the individual's current or most recent employment, except that in applying other factors the daily rate recommended for a consultant would not exceed the \$50 limitation established by the Agency. Although any guides established in this area would apply to new consultant cases, the working group is of the opinion that they could not be applied to existing contracts. Such guides could be applied to existing contracts at the time of the next annual review of consultant contracts (June, 1954).

(4) Following completion of Personnel Office processing, this office would forward requests for consultant services to your office as completed staff actions. After approval by your office, further processing would be accomplished by Personnel.

(5) Similar principles would be applied to requests for covert consultants, except that for obvious security reasons somewhat different procedures would be followed by the Personnel Office.

2. The Personnel Office is currently incorporating the above ideas in an Agency Regulation, which will be forwarded for your review following coordination with DD/P and DD/I.

[Redacted Signature]

L. K. White
Acting Deputy Director
(Administration)

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